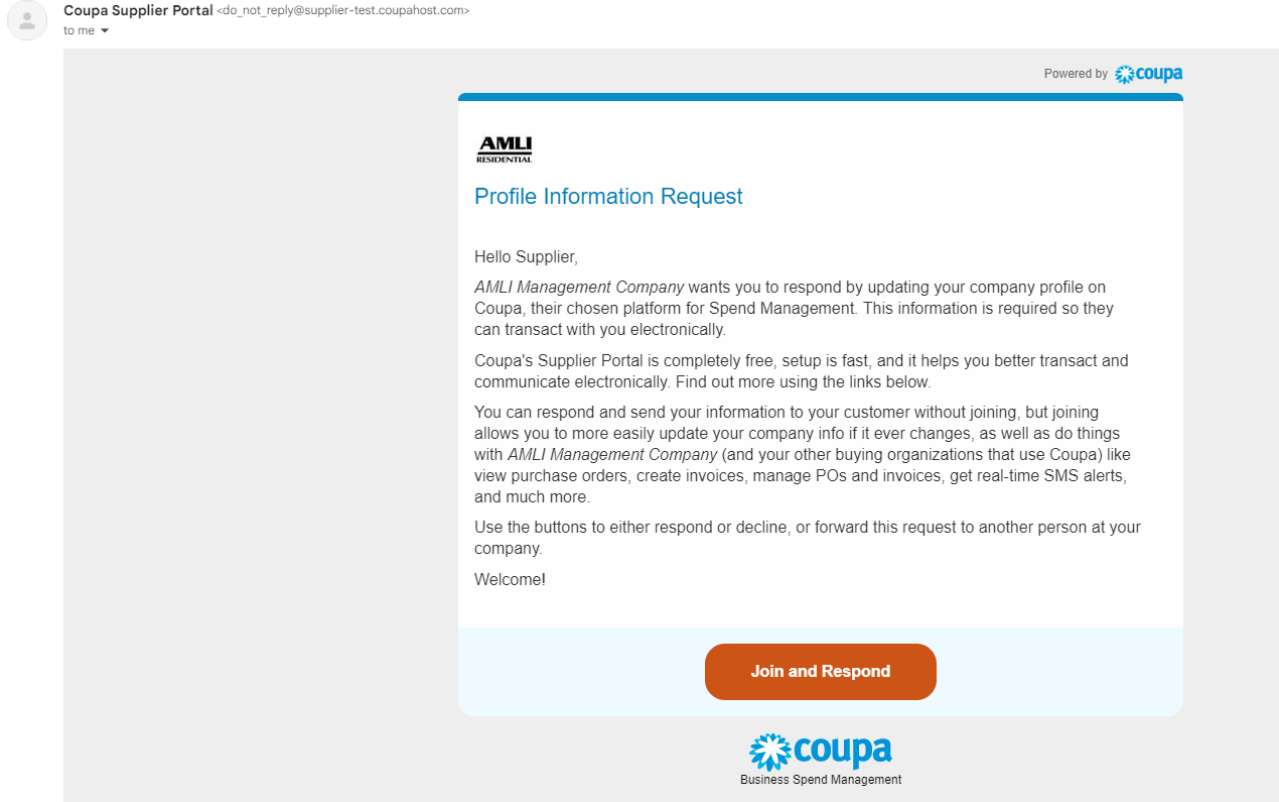


Coupa Supplier Portal

The Coupa Supplier Portal (CSP) will be your portal as a supplier at AMLI Management Company (AMLI) to view orders and create invoices. The CSP will allow automation between you and AMLI and will speed up the invoicing and payment process.

Create Your Account



To create an account in the CSP, navigate to the email you have received from Coupa inviting you to the AMLI Coupa Supplier Portal. When you accept the invitation and create your account, you will be automatically linked to AMLI for future orders.

Note: If you do not receive your invitation email, check your spam folder or reach out to Procurement@amli.com.

After following the link from the invitation email, fill in the mandatory fields (some may be prefilled for you) to provide basic information for your account.

Join the Coupa Supplier Portal

Complete the information below and create the password for your account. Click here for [help](#).

* First Name

* Last Name

* Company

* Department

* Role

* Email

* 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](#).

Note: You can update your information later on the My Account Settings page.

Log into the CSP

Go to supplier.coupahost.com and, in the Log In pane on the right, enter your email address and password before clicking the Log In button.

coupa supplier portal

Register

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

First Name

Last Name

Company

* Email

Log In

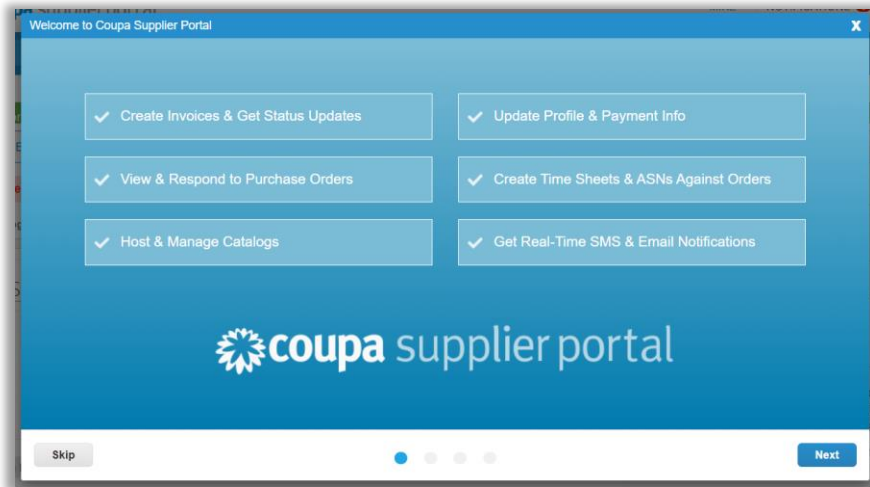
Welcome back! Login or click here for [help](#).

* Email Address

* Password

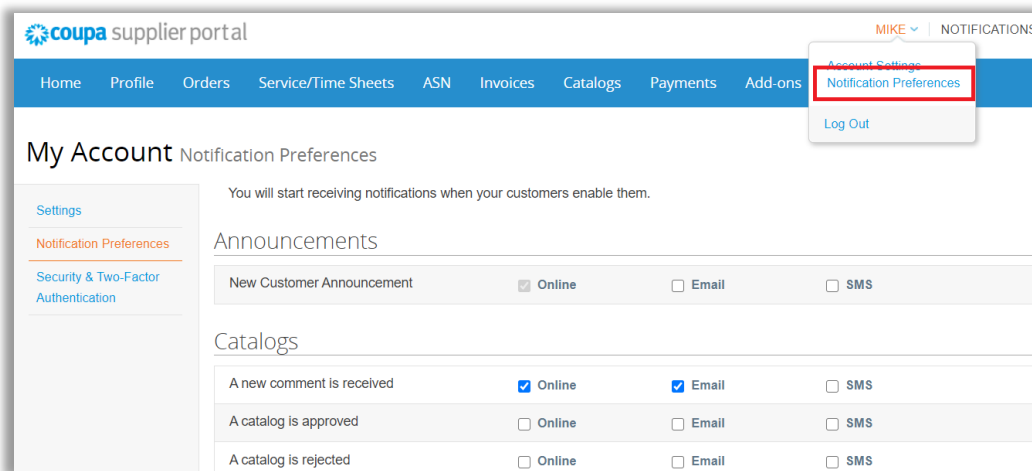
[Forgot Your Password?](#)

The first time you log in, Coupa will take you on a welcome tour. You can skip the tour by clicking on the Skip button or closing the window with the X in the top right corner. Clicking Next takes you to the second page of the tour, which provides you with basic information on the benefits of invoicing through the CSP.

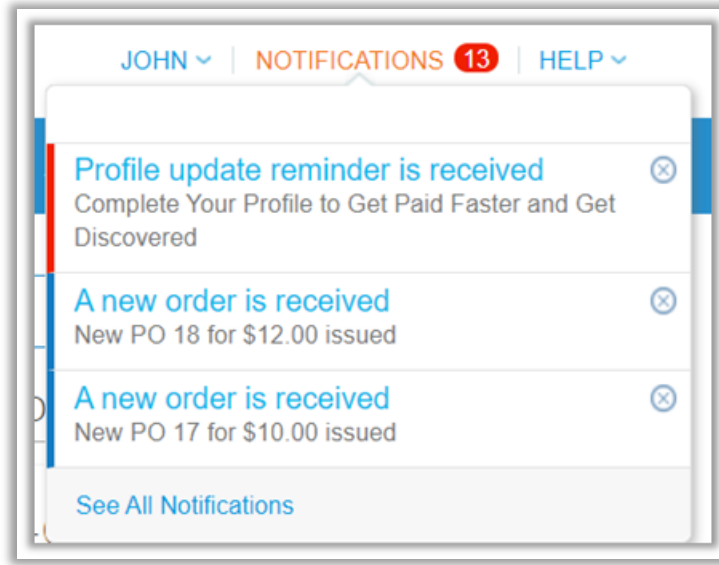


View and Manage Notifications

When there is an action you need to take, by default you will receive an email and a notification in the portal, notifying you of the action that is waiting for you. These notification settings can be updated by hovering over your name in the top right corner and selecting "Notification Preferences."

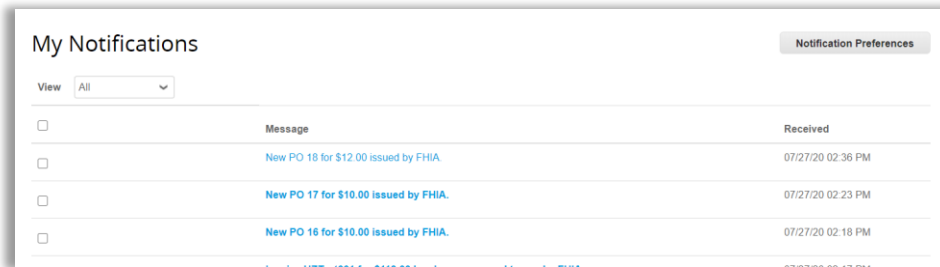


When in the CSP, you can view your unread system notifications by hovering your cursor over the Notifications link. Only the three most recent notifications are shown.



To view all the notifications with their details and to manage them, click on the Notifications or the See All Notifications link.

On the My Notifications page, you can view all of your (read and unread) notifications, or you can filter by category (FYI, To-do, Unread, or Announcements). You can select and delete them all or one-by-one. Clicking on a notification link takes you to the relevant page.



View a PO

You will receive a notification in the supplier portal (as well as via email depending on your notification settings) when there is a PO waiting in your account. You can view it by either clicking on the notification or going to the Orders tab on the main menu and clicking on the PO number you would like to see.

You can also print POs. Click on the PO Number link to open the PO and at the end of the PO, click on the Print View button. Depending on your browser, click on the three vertical dots or the three horizontal lines icon in the top right corner of the appearing window to open the browser menu, and select Print from the list of options.

Note: You cannot reject a PO, but if you do not accept it, you can add a comment on it for a member of [AML](#) to review.

When viewing a PO, it's important to take note of the following fields:

Attachments: AML may use this section to attach documentation for your review regarding the order

Item: Specifies what service or goods you will be providing

Price: The amount for each service or good

Create an Invoice

To create an invoice from a PO, select the gold coins to the right of the PO number on the Orders page or by clicking the "Create Invoice" button when viewing the PO. When entering an invoice, the following fields will be available:

Invoice #: Must be a unique number within your Coupa account

Invoice Date: The date in which you're invoicing

Supplier Note: You may use this section to add notes that you'd like someone within [AMLI](#) to view

Attachments: Here you can attach any documentation that may be applicable to your invoice

Description: Description of each service or good

Price: The associated price of that service or good

Adding a Line to an Invoice

In a situation where the PO did not cover everything that you would like to invoice for an order, select "Add Line" to add a new line to your invoice. Fill in the information based on the explanations above.

Disputed Invoices

Invoices with disputed status are invoices with information that your customer does not agree to, needs clarification on, or finds incorrect.

When the status of an invoice changes to "Disputed", you receive an email notification with the invoice number, the date of the dispute, the reason for the dispute, and optionally any additional comments. **AMLI** may leave comments on the invoice while it is in "Disputed" status.

Note: Invoices will not be processed for payment until the dispute is resolved.

In the Invoices table, click on the invoice number or on the Resolve button in the Actions column for the disputed invoice that you want to resolve. To resolve a dispute, click on the relevant button at the bottom of the invoice. You have the following options:

- Void – If an invoice was issued in duplicate or has already been paid for through an earlier invoice, void it.
- Correct Invoice – If an invoice has some incorrect information, correct it. When submitting a corrected invoice, you can use the same invoice number.

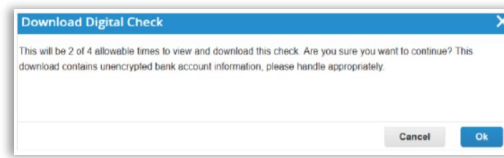
View and Download Digital Checks

When **AMLI** releases a payment batch for you, the payment moves from Approved to Payment in progress status and a digital check email notification is sent to the email address of the payee (supplier payment account email) or, if not available, of the primary contact.

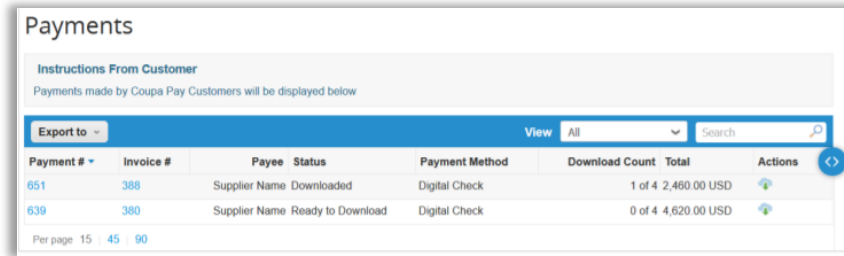
If you are not linked to the CSP, your email contains the Sign up to Print Digital Check button. If you are linked to the CSP, your email contains the Log in to Print Digital Check button.



Online and email notifications are on by default, so if you have not turned off your online notification for Coupa Pay / New digital check, you also get a New digital check online notification in the CSP with the following message: "**AMLI** sent you a digital check for [amount] for payment [number]."

If you are logged in to the CSP and click on the Log in to Print Digital Check button, you can see the Download Digital Check popup window.



If you are not logged in and click on the Log in to Print Digital Check button, you are directed to the Payments page.



Payment #	Invoice #	Payee	Status	Payment Method	Download Count	Total	Actions
651	388	Supplier Name	Downloaded	Digital Check	1 of 4	2,460.00 USD	
639	380	Supplier Name	Ready to Download	Digital Check	0 of 4	4,620.00 USD	

You can download your digital check in one of the following ways:

- Click on the OK button in the Download Digital Check popup window.
- Click on the Download Digital Check icon in the Actions column of the Payments table.
- Go to the specific payment and download the check directly from the payment.

Note: You can view and download a digital check only four times to prevent, for example, multiple deposits. You can see how many times you have downloaded a check also in the Download Count column of the Payments table and in the Digital Check field of the Payment Info section.

In the appearing window, you can open or save the digital check .pdf file, and then print, sign, and deposit it.

Get Help

If you have questions regarding navigation throughout the supplier portal, Coupa provides multiple options for guidance.

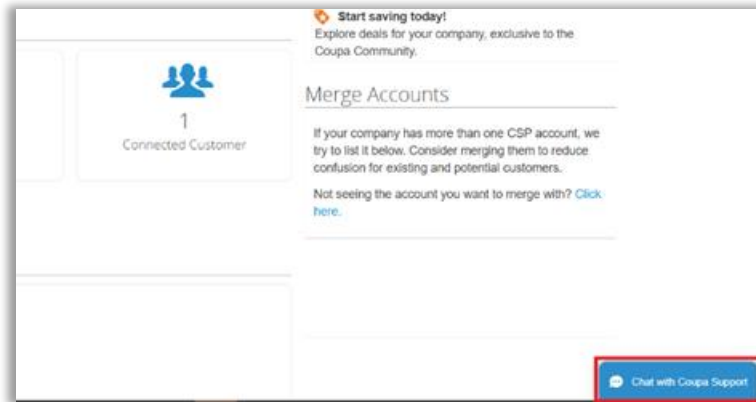
Online Help

When you log in for the first time, you will automatically be guided to the Help Tour (welcome tour) on the Home screen. Click on the Help link in the top right corner of the page to access the Online Help or to view the Help Tour any time.

Chat

Whether you are logged in to the CSP or not, you can chat with Coupa Support to get a quick response when you have general Coupa questions.

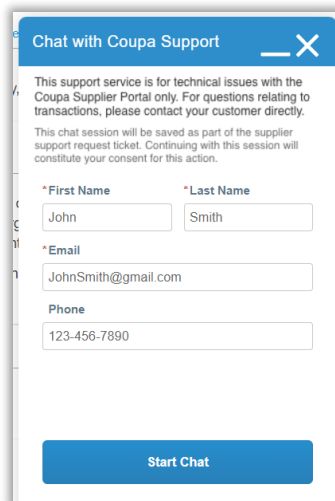
1. Click Chat with Coupa Support in the bottom right corner of the page to launch the chat.



Note: If all the support agents are offline or busy, you can send a support request through an offline form of the same chat window.

2. Provide your contact information: first name, last name, email address, and phone number (optional).

Note: If you are logged into the CSP, your contact information is pre-populated but you can modify it.



3. Start chatting with a support agent.