



ComfortDelGro • Procurement • Analytics • Sourcing • Supplier management

*Guiding you through your purchases*

Powered by  **coupa**

# Onboarding as CDG Supplier & Managing Coupa Supplier Portal (CSP) Account

Updated on 26 August 2022

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# Onboarding Process as CDG Supplier

# Why Is It Important to be registered in Coupa Supplier Portal (CSP)?

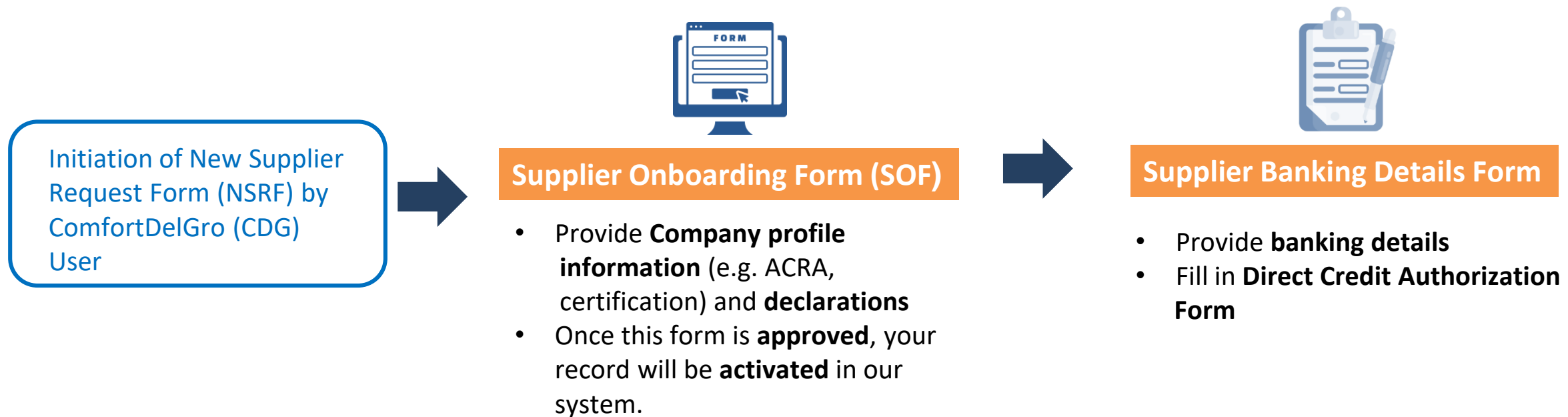
Link: <https://supplier.coupahost.com/>

1. **Registration is free**, supports multiple users and customers on Coupa. You only need to register once to transact with all Business Units under CDG eg. Setsco, Vicom, SBS Transit etc.
2. Reap the benefits of **full electronic transactions** :
  - i. Receive PO
  - ii. Acknowledge PO
  - iii. Submit invoices and Credit Notes (Note: Credit Notes can only be submitted via CSP)
  - iv. Monitoring statuses
3. **Eliminate manual submission** and **documents lost** in transit!
4. **Receive announcements** and communications that will be broadcast to our suppliers by CDG from time to time.
5. Have access to the Chat function in CSP to receive **real-time prompt support from Coupa** on your issues.

 Chat with Coupa Support

# How to onboard as CDG Supplier?

- Supplier is required to complete **Two (2) Forms** :
  - a) Supplier Onboarding Form (SOF)
  - b) Supplier Banking Details Form
- The forms will be triggered sequentially i.e., each form needs to be completed before the next form can be triggered to you.



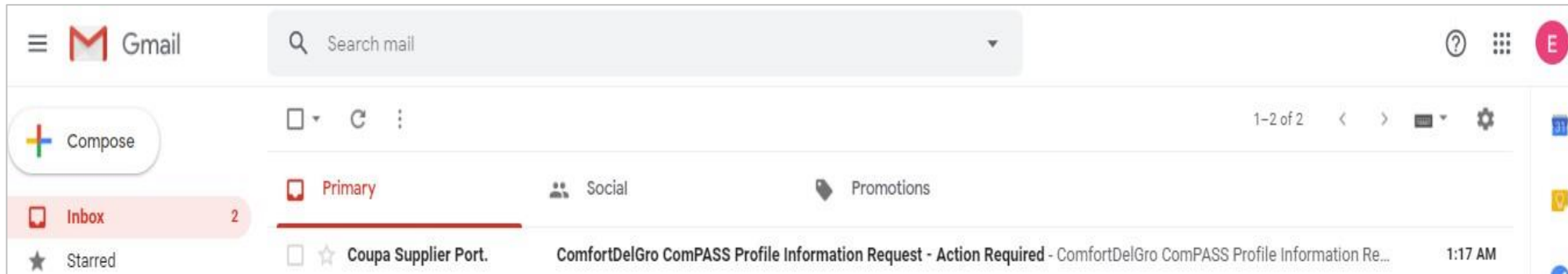
 The forms will auto expire after 30 days upon triggered. Please complete the form as soon as you received it.

# Supplier Onboarding Form (SOF)

## Complete Supplier Onboarding Form (SOF) (1/6)

### Step 1: Email notification from “Coupa Supplier Portal”

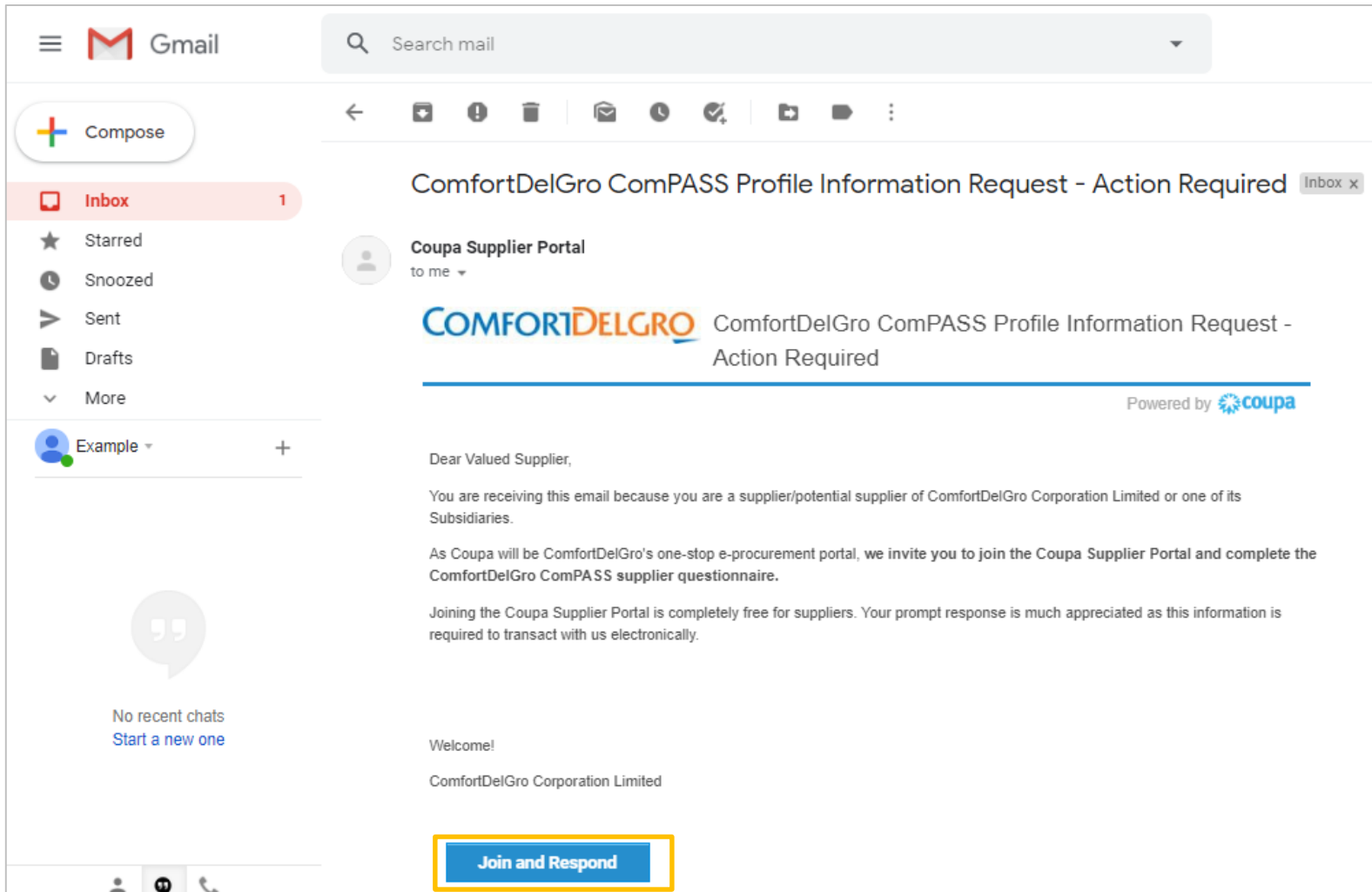
Initiation of suppliers’ onboarding to ComPASS must be done by CDG’s User. If you need an account for transactions purpose (ie. PO/Contracts/Payment), please reach out to your CDG’s contact person



1. Lookout for email from “Coupa Supplier Portal” or “ComfortDelGro ComPASS” like above.
2. This email commonly lands in your junk/spam folder, so please check that.
3. Get your IT department to whitelist [do\\_not\\_reply@supplier.coupahost.com](mailto:do_not_reply@supplier.coupahost.com) so that you can receive subsequent emails from the same domain name.

# Complete Supplier Onboarding Form (SOF) (2/6)

Step 2: Read the message in the email. Click “Join and Respond”




## Tips:

- *If you receive this email, you have been registered as the primary contact of your organization*
- *Click “Join and Respond” to proceed*
- *If you would like someone else from your organization to register, you may forward this email to them*
- *To change primarycontact, please email [supplierask\\_compass@comfortdelgro.com](mailto:supplierask_compass@comfortdelgro.com)*
- *The primary contact serves as the administrator of your company account in CSP. You will have the rights to add/deactivate Users from your organization.*



Step 3: For new CSP user, system will prompt you to create user account.



## Create your business account

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

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](#).

[Get Started](#)

[Having an issue with signup?](#)

[Forward this to someone](#)

**Tips:**

- *If you are an existing CSP user, system will bring you to the login page*

# Complete Supplier Onboarding Form (SOF) (4/6)

Step 4: Go to Profile > Information Requests to complete SOF

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Profile' tab is active, and the 'Information Requests' sub-tab is highlighted. The main content area displays the profile name 'ComfortDelGro ComPASS' and a dropdown menu for the profile. A yellow notification bar states: 'We have auto-filled some information from your Public Profile.' Below this, a message reads: 'New SPQ + SOF for Standard Suppliers. Updated on 26 July 2022.' The 'Supplier Information' section shows 'TEST PTE LTD'. The '1. Company Information' section contains the following fields: 'Registered Company Name' (TEST PTE LTD), 'Parent Company Name' (empty), 'Company Structure' (dropdown), 'Date of Incorporation' (mm/dd/yy), 'Country of Operation' (United States), 'Business Registration Number' (empty), and 'Business Registration Document' (Choose File, No file chosen). A note at the bottom states: 'For Singapore registered company, this should be ACRA BizFile. All documents should not be older than 6 months at point of submission.'

## Tips:

- Fields marked with \* are mandatory
- This questionnaire collects basic company information such as business registration details, contact details and declarations.
- Where possible, default answers are pre-filled to expedite onboarding process.
- Please check before submitting for approval.

Step 5: Complete the form and click "Submit for Approval"

information that is relevant to this declaration

\* Name of Declarant

\* Designation of Declarant

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6. To be filled in by ComPASS Supplier Team

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This section is to be filled in only by the ComPASS Supplier Team. All POs shall be sent via Email as default transmission method.

**PO Method** prompt

**PO Change Method** prompt

**Business Unit** Comfort Transportation Pte Ltd

**Content Groups** None

**Supplier Category** None

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7. To be filled by CDG Account Payable Team Only

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**Recon Account 1** None

**Recon Account 2** None

**Sort Key** None

**Payment Terms** None

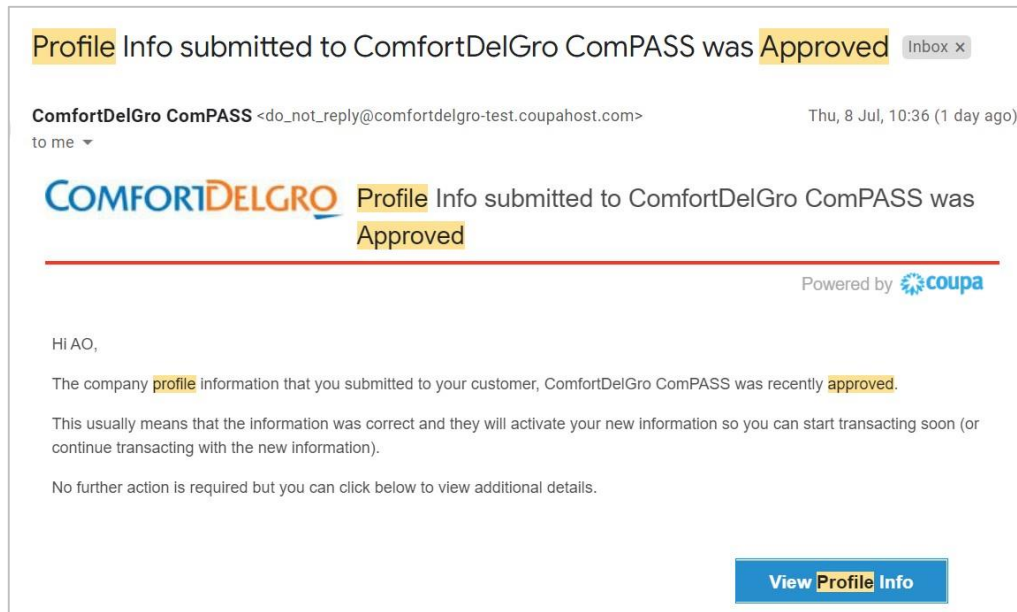
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## Step 6: Approval Notification or Reminders or Rejections to Amend

System will send you automated reminders every 3 days if no submission is received. Each form is valid for only 30 days after which it will expire. If you need a new form after expiry, please contact [supplierask\\_compass@comfordelgro.com](mailto:supplierask_compass@comfordelgro.com).

If amendment is required, your form will be rejected. You are required to login to CSP to resubmit the form with the corrected information. You will also be able to view the rejection reason in the email notification.

Once your submission is approved, you will receive a notification as shown below



## Supplier Banking Details Form

*(Take note there is a difference in procedure for LOCAL banks and FOREIGN banks)*

# Local Bank

## Banking Details Form – Local (1/3)

Upon SOF approval, you will receive an email notification to provide banking details. The form can be retrieved from Profile > Information Requests.

Step 1: For companies with **LOCAL** bank accounts, click on “Add Remit-To” . When a pop-up screen appears as below, click on “X” or “Cancel” to close the screen.

The screenshot shows the 'Remit-To Addresses' section of the ComfortDelGro ComPASS system. The main form is dimmed, and a 'Choose Remit-To Address' pop-up dialog is open in the foreground. The dialog has a blue header with a close 'X' button. Below the header, there is a yellow highlighted box containing the text: 'Choose a Remit-to Location below - Recommended. It's a few more fields, but provides compliance, verification, and re-usability. Otherwise, click 'Cancel' to add info to your customer's form manually.' Below this text, there is a section titled 'Create new Compliant Remit-To Address' with a green '+ Create New' button. At the bottom of the dialog is a 'Cancel' button. In the background, the main form shows the 'Add Remit-To' button highlighted with a yellow box. Other visible elements include the 'Supplier Information' section for 'Cherries Local Supplier Pte Ltd', a 'Comments' section, and a 'Submit for Approval' button.

# Banking Details Form – Local (2/3)

Step 2: Fill in all the fields and attach a signed and bank-endorsed “Direct Credit Authorization Form”. Please send the endorsed original copy of form to the mailing address indicated on the form.

ComfortDelGro ComPASS Profile

Supplier Information  ?

\* Registered Company Name

### 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.

#### Remit-To Address

Bank Information ✖

Company Account Name

Name of Bank / Branch

Branch Code

Bank Code

SWIFT Code  ?

Bank Account Number

attachment  ✖

Please download and complete the "Direct Credit Authorization Form"



Step 3: If you have an alternative payee, another field will appear requesting for “Direct Credit Authorization Form” of your alternative payee. If no, you may proceed to submit for approval.

Suppliers are also required to send the endorsed hardcopy form to 205 Braddell Road S579701, attention to : Accounts Payable Department

\* Do you have  Yes  
Alternative Payee?  No

\* Please download and complete the "Direct Credit Authorization Form" with Alternative Payee details and upload the completed and endorsed form here

No file chosen

# Foreign Bank

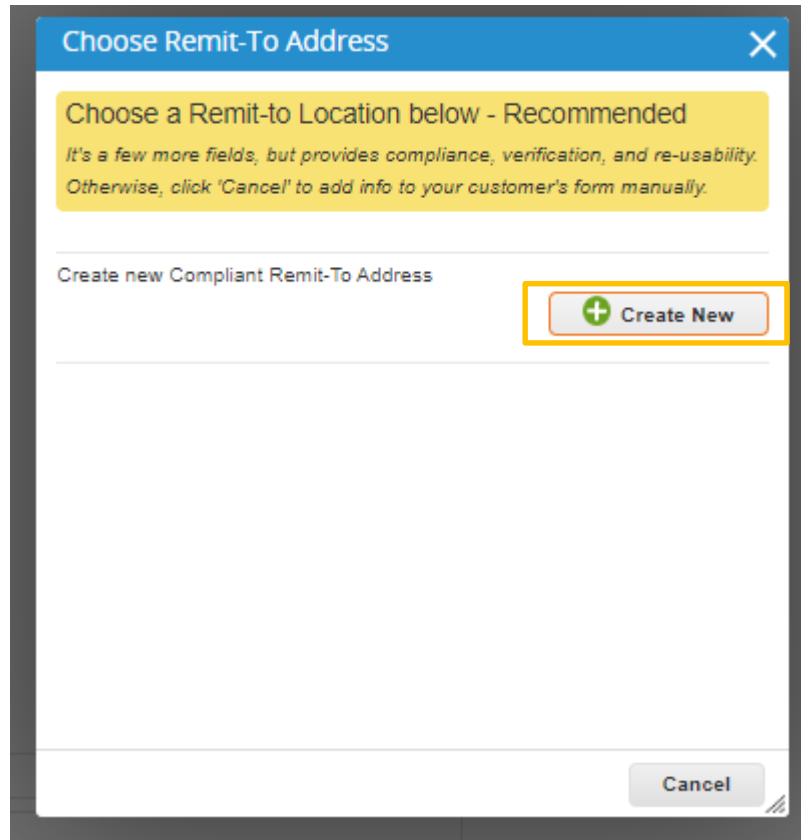
## Banking Details Form – Foreign (1/5)

Upon SOF approval, you will receive an email notification to provide banking details. The form can be retrieved from Profile > Information Requests.

Step 1: For companies with **FOREIGN** bank accounts, click on “Add Remit-To”. In this guide, we use an example for supplier who is registered in United Kingdom.

The screenshot shows the 'Add Remit-To' form in the ComfortDelGro ComPASS system. At the top left, the text 'ComfortDelGro ComPASS' is displayed. On the top right, there is a 'Profile' dropdown menu currently set to 'ComfortDelGro ComPASS'. Below this, the 'Supplier Information' section shows the name 'Grapes Cum Guava Cum Grapefruit Cum Gooseberries Foreign Supplier Co. Ltd'. Underneath, the 'Registered Company Name' field contains 'Grapes Cum Guava Cum <'. The main heading is 'Remit-To Addresses', followed by a sub-heading: 'Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.' A grey button labeled 'Add Remit-To' is positioned above a series of form fields. The first field is a radio button question: '\* Do you require an Alternative Payee' with options for 'Yes' and 'No'. The second field is another radio button question: '\* We hereby authorise ComfortDelGro Corporation Limited and/or its Subsidiaries to credit payments due to our company bank account, particulars of which are given in this form. This authorisation will remain in force until receipt of our written revocation and subject to us giving you 30 days prior written notice', with an unchecked checkbox to its right.

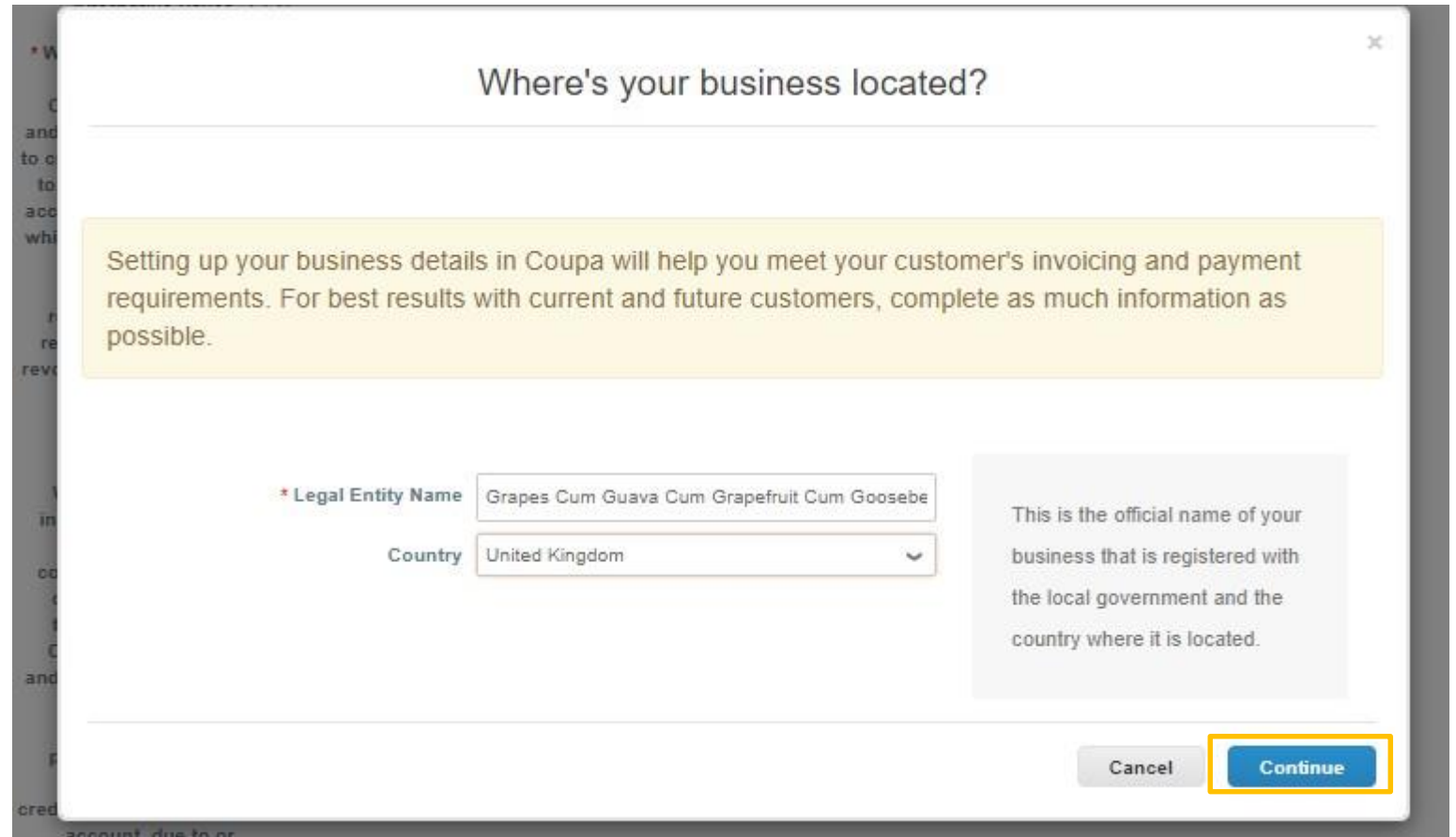
Step 2: Click on “Create New”.



The screenshot shows a dialog box titled "Choose Remit-To Address" with a close button (X) in the top right corner. Below the title bar, there is a yellow highlighted box containing the text: "Choose a Remit-to Location below - Recommended" followed by "It's a few more fields, but provides compliance, verification, and re-usability. Otherwise, click 'Cancel' to add info to your customer's form manually." Below this, the text "Create new Compliant Remit-To Address" is displayed. A button with a green plus icon and the text "Create New" is highlighted with a yellow border. At the bottom right, there is a "Cancel" button.



Step 3: Enter your Legal Entity Name and Country, and click “Continue”.



The screenshot shows a dialog box titled "Where's your business located?" with a close button (X) in the top right corner. Below the title bar, there is a yellow highlighted box containing the text: "Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible." Below this, there are two input fields: "\* Legal Entity Name" with the value "Grapes Cum Guava Cum Grapefruit Cum Goosebe" and "Country" with a dropdown menu showing "United Kingdom". To the right of these fields, there is a grey box containing the text: "This is the official name of your business that is registered with the local government and the country where it is located." At the bottom right, there are two buttons: "Cancel" and "Continue", with the "Continue" button highlighted with a yellow border.

Step 4: Enter mandatory Miscellaneous information, then click “Save & Continue”.

Miscellaneous Information

1 2 3 4

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

\* Legal Entity Name Grapes Cum Guava Cum Grapefruit Cum Goosebe

Country United Kingdom

\* Type of Company

Board of Directors

Conducting business in certain countries requires your invoice to contain specific information about your company.

Cancel Save & Continue

Step 5: Enter mandatory information on address and Tax ID, then click "Save & Continue".

Tell your customers about your organization

1 2 3 4

Which customers do you want to see this?

All

ComfortDelGro ComPASS

What address do you invoice from?

\* Address Line 1 Bedlington Northumberland, 42 Longmeadows Bro.

Address Line 2

\* City Nedderton

State

\* Postal Code NE22 0BR

Country United Kingdom

Use this address for Remit-To

**REQUIRED FOR INVOICING**

Enter the registered address of your legal entity. This is the same location where you receive government documents.

What is your Tax ID?

Country United Kingdom

\* VAT ID 201536828D

I don't have a VAT/GST Number

[Add additional Tax ID](#)

Miscellaneous

Invoice From Code

Preferred Language English (UK)

Cancel Save & Continue

Step 6: Select the Payment Type as “Bank Account”, then click "Save & Continue".

Where do you want to receive payment?

1 2 3 4

\* Payment Type: Address (dropdown menu open with options: Address, Bank Account, Virtual Card)

What is your Reference Number?

Address Line 1: Bedlington Northumberland, 42 Longmeadows Broadoaks (GB)

Address Line 2:

City: Nedderton

State:

Postal Code: NE22 6BR

Country: United Kingdom

Cancel Save & Continue



Step 7: Fill in banking information, then click "Save & Continue".

Where do you want to receive payment?

1 2 3 4

\* Payment Type: Bank Account

Banking information ⓘ

Bank Account Country: United Kingdom

Bank Account Currency: (dropdown)

RECOMMENDED

Note: Banking info added here is NOT automatically sent to your customer(s). If they don't have it already - please use their payment info change process (which may be outside of Coupa for some buying organizations). ⓘ

Bank Name: (highlighted)

Beneficiary Name: (highlighted)

Routing (Bank Code) Number: Sort Code (dropdown) (input)

Account Number: (highlighted) ⓘ

Confirm Account Number: (highlighted) ⓘ

IBAN: (highlighted) ⓘ

SWIFT/BIC Code: (highlighted) ⓘ

Bank Account Type: Business

Bank address: (input)

Fields to be updated:

- Bank Account Currency
- Bank Name
- Account Number
- Confirm Account Number
- Swift/BIC code

Step 8: Answer remaining mandatory questions/declarations and submit the form.

\* Do you require an Alternative Payee  Yes  No

\* We hereby authorise   
ComfortDelGro Corporation Limited and/or its Subsidiaries to credit payments due to our company bank account, particulars of which are given in this form. This authorisation will remain in force until receipt of our written revocation and subject to us giving you 30 days prior written notice

We confirm that the information provided herein are truthful, correct, accurate and complete. We agree that ComfortDelGro Corporation Limited and/or its Subsidiaries shall not be responsible if any payment is delayed, not credited and/or credited to an incorrect account, due to or arising from any information provided that is invalid, incorrect, inaccurate or incomplete.

\* Name of Declarant

\* Designation of Declarant

# Update of Company Information



To update of your company particulars in our system, please provide the relevant supporting document(s) and write in to [supplierask\\_compass@comfortdelgro.com](mailto:supplierask_compass@comfortdelgro.com).

Below are the common changes requested by Supplier:

- a) Change in company name, keeping same UEN
- b) Change in registered company address
- c) Change in Accounts Receivable email or contact
- d) Other changes such as primary contact , PO email address (e.g. previous had resigned)

Upon verification by the ComPASS Support Team or AP Team, we will trigger a new SOF/Banking form to you for update if deem applicable.

# Managing your CSP Account

# CSP Homepage

**coupa** supplier portal

Track and manage all your Purchase Orders here. **Orders**

Track and manage all your invoices and credit notes here. **Invoices**

Manage your passwords and notification settings. **AO** | **NOTIFICATIONS 99+** | **HELP**

See all notifications here.

Home Profile **Orders** Service/Time Sheets ASN **Invoices** Catalogues Business Performance **Sourcing** Add-ons **Setup**

**Recommended:** Complete your profile to get paid faster and get discovered [Learn More](#)

Profile Progress: 65% Complete | Last Updated: 11 days ago | [Improve Your Profile](#)

### Profile Summary

- 27 Legal Entities [View](#)
- 1 Registered User** [View](#)
- 3 Connected Customers

Banking Info ✓ Diversity ✓ Accelerate ✗ Bribery Policy ✗

### RIK Pte Ltd

Number of Users from your company linked to this CSP account.

Website: <http://www.PioneerCopier.com>

Industry: ✗

### Announcements

[View All \(2\)](#)

- Do not submit Multiple Invoice numbers within one Invoice** (ComfortDelGro ComPASS)  
Dear Suppliers It has come to our attention that some suppliers are inputting multiple invoice
- Do not submit Multiple Invoice numbers within one Invoice** (ComfortDelGro ComPASS)  
Dear Suppliers It has come to our attention that some suppliers are inputting multiple invoice

### One-Click Savings

[View All](#)

- Start saving today!**  
Explore deals for your company, exclusive to the Coupa Community.

### Merge Accounts

Additional accounts have been found for your company. Merge these accounts to reduce confusion for your customers. [Learn more](#)

### Latest Customers

- ComfortDelGro ComPASS - AAA PTE LTD
- ComfortDelGro ComPASS - BBB Pte Ltd
- ComfortDelGro ComPASS - AOCOUPA LIMITED (SWEDEN)

You will see ComfortDelGro ComPASS here if connected.

**coupa**  
Business Spend Management

English (Singapore)

Select English (Singapore) in order to view the customized field name

The Admin (ie. primary contact) of each supplier account can manage and update your Admin settings under “Admin” menu bar.

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Add-ons', and 'Admin'. The 'Admin' menu item is highlighted with a yellow box. Below the navigation bar, the 'Admin Users' section is displayed. On the right side of this section, an 'Invite User' button is highlighted with a yellow box. The main content area shows a table with columns for 'Users', 'Permissions', and 'Customer Access'. The table contains one entry for 'Test Supplier' with the email 'testsupplier23102019@gmail.com' and an 'Edit' button. The 'Permissions' column lists: ASNs, Admin, Catalogs, Invoices, Order Changes, Orders, Payments, Profiles, and Service/Time Sheets. The 'Customer Access' column lists: ComfortDelGro.

The 'Invite User' modal form contains the following elements:

- Input fields for 'First Name', 'Last Name', and '\* Email'.
- Two sections for selecting permissions and customers:
  - Permissions:** All, Admin, Orders, Invoices, Catalogs, Profiles, ASNs, Service/Time Sheets, Payments, Order Changes.
  - Customers:** All, ComfortDelGro.
- Buttons for 'Cancel' and 'Send Invitation' at the bottom right.

## Adding Users

- You can add additional users to access your account to perform tasks.
- You can restrict certain access by checking/unchecking permissions and customers.

For auditing purposes, Coupa does not allow users to be deleted. Users who no longer require access to the account can be deactivated and reactivated later, if needed.

Users	Permissions	Customer Access
Test Supplier testsupplier23102019@gmail.com <a href="#">Edit</a>	ASNs Admin Catalogs Invoices Order Changes Orders Payments Profiles Service/Time Sheets	ComfortDelGro

**Edit user access for Test Supplier**

User info

\* First Name: Test  
\* Last Name: Supplier  
\* Email: testsupplier23102019@gmail.com

Permissions

All

Admin  
 Orders  
 Invoices  
 Catalogs  
 Profiles  
 ASNs  
 Service/Time Sheets  
 Payments  
 Order Changes

Customers

All  
 ComfortDelGro

[Cancel](#) [Deactivate User](#) [Save](#)

## Editing Users

- You can edit and manage individual user access at any time.

## Admin Settings – Managing Merge User Requests into 1 Account (1/3)

If several users in your company have been invited to CSP through different email addresses, you can consider merging them to reduce confusion.

Accounts with the same email addresses will be automatically merged. If accounts share the same domain (e.g. @example.com), the CSP will provide suggestions to merge, these suggestions will appear on the right hand column of the Home page

### Merge Accounts

If your company has more than one CSP account, we try to list it below. Consider merging them to reduce confusion for existing and potential customers.

Not seeing the account you want to merge with? [Click here](#).

---

**SupplierA**  
supplierA@supplier.com

**SupplierB**  
supplierB@supplier.com

If the suggestion is invalid, click on "Remove" button and you will not see the request again.


If you want to merge an account, click on "Request Merge" button in [guide](#), select an account to the parent account, and add a note before you click "Send Request" button.

### Request Account Merge

You're about to merge your profile and users with [SupplierA](#). Select the owner for the merged account. For more info on merging, [Click here](#).

\* Account Owner  My Account  
 Their Account  
By choosing this option I understand that I will no longer be the account owner.

\* Note

I'm not a robot  reCAPTCHA  
Privacy - Terms

### Definition:

**My Account:** the other account is removed and merged into your company account. You will continue to be the administrator for the merged company account, and the previous administrator becomes a regular user. You can make them an administrator if you want.

**Their Account:** your company account will be removed, the other user's company account becomes the only company account. You will no longer be the account administrator, but the administrator of the existing account can choose to make you an administrator of the merged account

## Admin Settings – Managing Merge User Requests into 1 Account (3/3)

You can also search for a specific account to merge, e.g. if the account is not listed or the list is too long to search for the specific account that you want. Click on “Click Here” link takes you to the **Admin Merge Requests page**. You can access this page also by clicking on the Admin tab on the main menu and on the Merge Requests link on the left.

Key in the email address of the account you want to merge, and click "Request Merge".

The image shows two screenshots of the Coupa system interface. The left screenshot is titled "Request Account Merge" and contains the following elements: a heading "Request Account Merge", a sub-heading "You're about to merge your profile and users with SupplierA. Select the owner for the merged account. For more info on merging, [Click here.](#)", a radio button selection for "Account Owner" with "My Account" selected, a radio button for "Their Account" with a note "By choosing this option I understand that I will no longer be the account owner.", a text input field for a note, a reCAPTCHA "I'm not a robot" checkbox, and "Cancel" and "Send Request" buttons. The right screenshot is titled "Admin Merge Requests" and features a sidebar menu with "Merge Requests" highlighted, and a main content area with an "Initiate Merge Request" section containing an email input field with "supplier@supplier.com" and a "Request Merge" button, and an "Open merge requests" section showing "All clear! No open merge requests."

For more details, refer to:

[https://success.coupa.com/Suppliers/For Suppliers/Coupa Supplier Portal/Set Up the CSP/Account Merges and Customer Connections/Manage Merge Requests](https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/Set_Up_the_CSP/Account_Merges_and_Customer_Connections/Manage_Merge_Requests)



# Account Settings and Notifications (1/2)

AO | NOTIFICATIONS 99+ | HELP

Account Settings  
Notification Preferences  
Sourcing

Log Out

### My Account Settings

- Settings
- Notification Preferences
- Security & Two-Factor Authentication

#### User Details

\* First Name: AO  
\* Last Name: COUPA  
\* Email: aocoupa@gmail.com  
Department: Sales  
Role: Sales Manager

Save

#### Change Password

\* Current Password  
\* Password  
Use at least 8 characters and include a number and a letter.  
\* Password Confirmation

Save



AO | NOTIFICATIONS 99+ | HELP

Account Settings  
Notification Preferences  
Sourcing

Log Out

### Notification Preferences

You will start receiving notifications when your customers enable them.

#### Announcements

New Customer Announcement	<input checked="" type="checkbox"/> Online	<input type="checkbox"/> Email
---------------------------	--	--------------------------------

#### Business Performance

Business Performance Role Granted	<input checked="" type="checkbox"/> Online	<input type="checkbox"/> Email
-----------------------------------	--	--------------------------------

#### Catalogs

A new comment is received	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email
A catalog is approved	<input type="checkbox"/> Online	<input type="checkbox"/> Email
A catalog is rejected	<input type="checkbox"/> Online	<input type="checkbox"/> Email
A catalog is about to expire	<input type="checkbox"/> Online	<input type="checkbox"/> Email

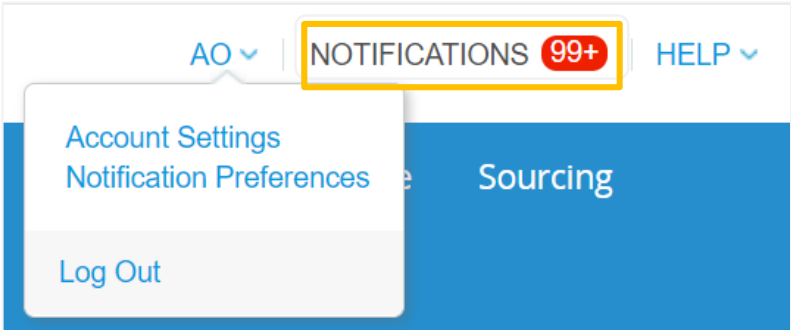
#### Coupa Accelerate

New Early Pay Customer	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email
------------------------	--	---

#### Coupa Pay

New digital check	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email
New Virtual Card	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email
Virtual Card Reissued	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email
Virtual Card Reminder	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email

Manage how you want to receive notifications eg. via platform or email.

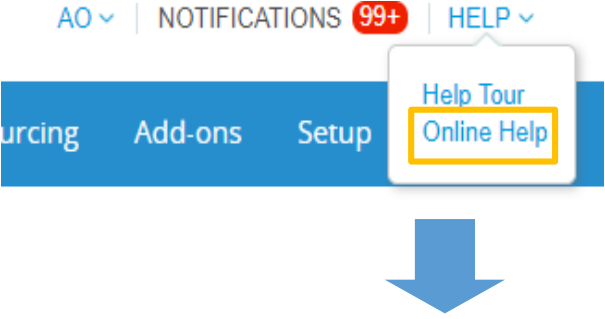


My Notifications Notification Preferences

View: All

<input type="checkbox"/>	Message	Received
<input type="checkbox"/>	<a href="#">Complete Your Profile to Get Paid Faster and Get Discovered</a>	03/09/21 12:00 AM
<input type="checkbox"/>	<a href="#">Update your profile for ComfortDelGro ComPASS</a>	03/08/21 03:27 AM
<input type="checkbox"/>	<a href="#">New PO SBST0000002971 for \$3,000.00 issued by ComfortDelGro ComPASS.</a>	03/04/21 01:24 AM
<input type="checkbox"/>	<a href="#">New PO SBST0000002970 for \$3,000.00 issued by ComfortDelGro ComPASS.</a>	03/04/21 01:20 AM
<input type="checkbox"/>	<a href="#">New PO SBST0000002968 for \$1,000.00 issued by ComfortDelGro ComPASS.</a>	03/03/21 01:29 AM
<input type="checkbox"/>	<a href="#">New PO SBST0000002965 for \$1,500.00 issued by ComfortDelGro ComPASS.</a>	03/01/21 04:17 AM
<input type="checkbox"/>	<a href="#">Invoice Dhkshksbs for \$2,000.00 has been approved to pay by ComfortDelGro ComPASS.</a>	02/28/21 06:38 AM

Access to all notifications



Clicking on Online Help will direct you to Coupa Success Portal for Suppliers:  
[https://success.coupa.com/Suppliers/For Suppliers](https://success.coupa.com/Suppliers/For_Suppliers)

## More Resources in CSP

## 1. Getting to know CSP

[https://success.coupa.com/Suppliers/For Suppliers/Coupa Supplier Portal](https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal)

- Announcements and general Info
- Get Started with the CSP
- Work with the CSP
- Set Up the CSP
- CSP Videos

## 2. Tutorials

[https://success.coupa.com/Suppliers/For Suppliers/Coupa Supplier Portal/CSP Videos/CSP Videos](https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/CSP_Videos/CSP_Videos)

### CSP Videos

Last updated: Jun 21, 2021

Watch the following short video tutorials for quick help on using the CSP.

- [Intro](#)
- [Profile](#)
- [Customer-branded welcome message](#)
- [Help](#)
- [Admin](#)
- [Announcements](#)
- [Orders](#)
- [Invoices](#)
- [Catalogs](#)
- [Set payment preferences \(static discounting\)](#)
- [One-Click Savings](#)

For questions on CSP, you may contact [supplier@coupa.com](mailto:supplier@coupa.com) or access the Live Chat function on CSP login page.

thank you!