How to connect your CSP account with Elekta (for existing Elekta suppliers only)

This manual describes how to link your CSP account with Elekta. Remember that you can only do this if you are already the Elekta supplier.

**STEPS**

Please note that if you have already received an invitation from Elekta to the CSP and created an account, this instruction will not be of use to you.

1. Log in to the **Coupa Supplier Portal** (CSP)
2. Go to **Setup** and then click on **Connection Requests**

![Coupa Supplier Portal](image)

3. If you use this feature for the first time, click on the **Search** button

![Search](image)

4. In the search bar, enter "**Elekta Ltd."** and in the second field, click on "**Elekta Ltd.**" (2)

![Search](image)

5. In the **Customer Contact** field, enter **Coupa@elekta.com**. Check a checkbox to confirm CAPTCHA and you are an existing Elekta supplier. At the end, click on the **Request** button.