How to create an account in CSP

This document describes how to join and create an account on the Coupa Supplier Portal (CSP). CSP allows to view the received Purchase Orders (PO), issue invoices, check their status and much more.

The Helpfile should be used in conjunction with the email invitation to the CSP from Elekta (email may reach your SPAM folder). If Elekta (Dawid.Smietanski@elekta.com) confirms that the invitation was sent but you didn’t receive it, please contact your IT team to whitelist the email do_not_reply@supplier.coupahost.com

STEPS

1. Open the invitation email sent from do_not_reply@supplier.coupahost.com and click on the Join Coupa button. If you want to send an invitation to another employee in your company, click the Forward this invitation button.

2. Please note that the steps below may differ depending on your country. Create a password for your account. Please note that Elekta does not store or reset your password. In case you forget your password, follow this link. To continue, accept the Privacy Policy and Terms of Use, and then press the Get Started button.

3. During the setup you will encounter this page. Please be aware that payment discounts are NOT used by Elekta.
4. For your company to be able to issue electronic invoices, you must first provide company details. To do this, at the top of the screen navigate to **Setup > Legal Entity Setup > Add Legal Entity**

**Important:** All data submitted here will be included in the Legal Invoice and must be accurate.

![Image of Coupa supplier portal setup](image)

a) Create a **Legal Entity Name** (any name), select your **Country/Region** from the list and press **Continue**

![Image of legal entity setup](image)

b) Fill the **Type of Company** and members of the **Board of Directors** (optional)
c) Fill below fields (fields marked with * are mandatory. For more information, hover a mouse over i):

1) Decide if this setup will be used for Elekta only or for all your client using Coupa
2) Fill the **Invoicing, Remit-To** and **Ship From** addresses
3) Fill the **Tax ID** of your company (please include the prefix to the number e.g. GB1234567890. Enter your local tax ID if you are not registered for VAT or GST in some countries/regions). **Important**: The VAT/GST code submitted here will be included in the Legal Invoice and must be accurate.
4) Optionally, you can fill **Miscellaneous** information
d) **IMPORTANT**: Do NOT add any Bank Information in the CSP under Payment Type. This information is held by Elekta in their ERP system, not in Coupa. Please contact Elekta directly for any changes to your Bank details. Review the address you set up and press **Save & Continue**.

e) Review the Legal Entity Information you have created. If necessary, correct it or add a new Remit-to address. Click **Next** to continue the setup.
f) If necessary, add a new Ship-to address. Click **Done** to complete the setup.

5. Elekta requires yours Remit-to address. Press the **Add Now** button to start using it now as a default address.

6. Your CSP account is now ready to be used and you can see any purchase order from Elekta and issue invoices against those purchase orders.