Coupa Supplier Portal:
Supplier Initiated Purchase Order Changes

PROCUREMENT IS A JOURNEY | WHERE ARE YOU GOING?

Overview

- Logging into the Coupa Supplier Portal

- Accessing Purchase Orders

- Changing a Purchase Order

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  - Admin
  - My Account
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Logging into the Coupa Supplier Portal (CSP)

- Go to https://supplier.coupahost.com/ in your computer's or mobile device's web browser.

- Save https://supplier.coupahost.com/ to your bookmarks for future access.

- Enter the e-mail address and password associated with your Coupa account.

- Need help logging into the CSP? Please e-mail supplyline@ups.com for assistance.
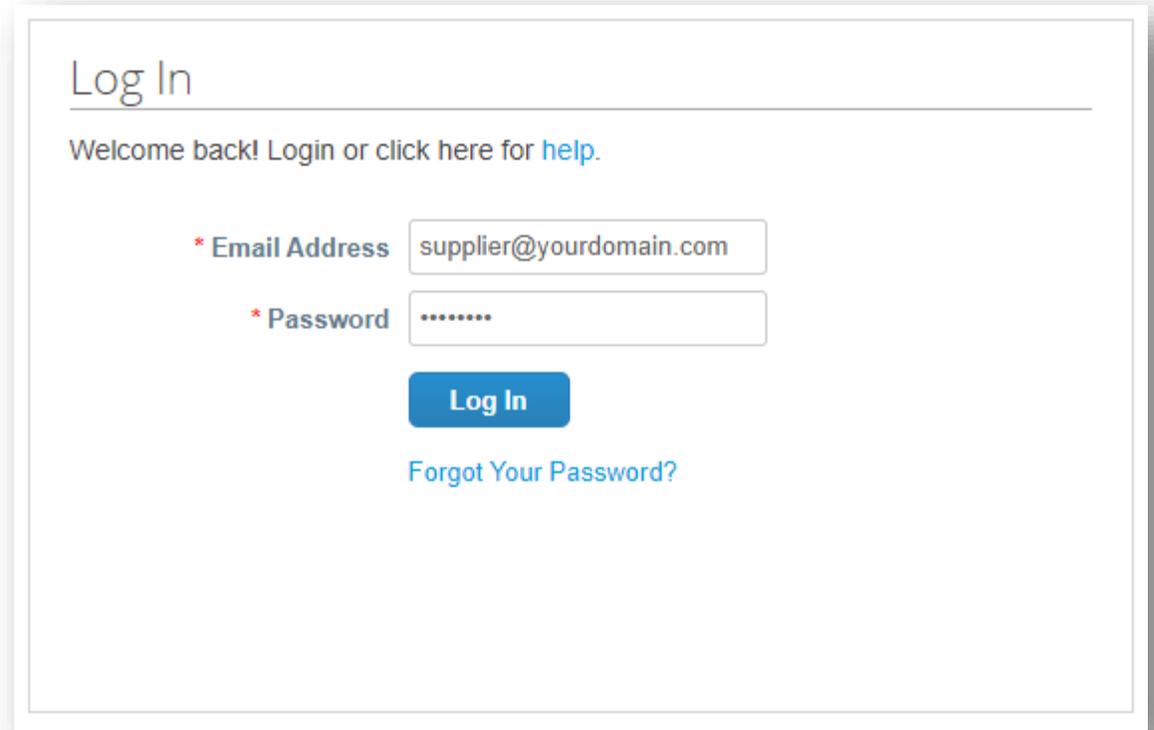
Log In

Welcome back! Login or click here for help.

* Email Address: supplier@yourdomain.com

* Password: ••••••••

Log In

Forgot Your Password?

Accessing Purchase Orders
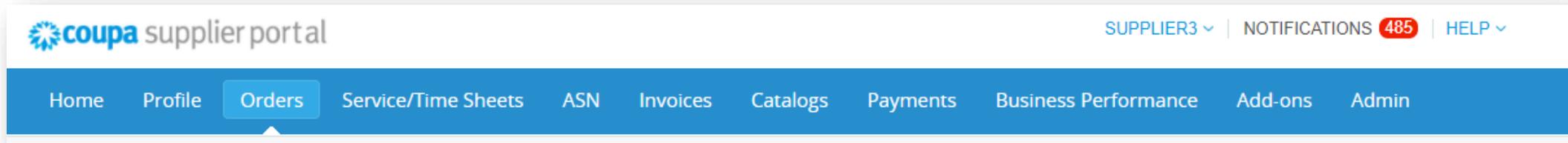
- At the top of the Home Screen, click the Orders tab to be directed to the purchase orders history page.

- If applicable, in the upper right corner of the Orders page, ensure the correct customer is selected.
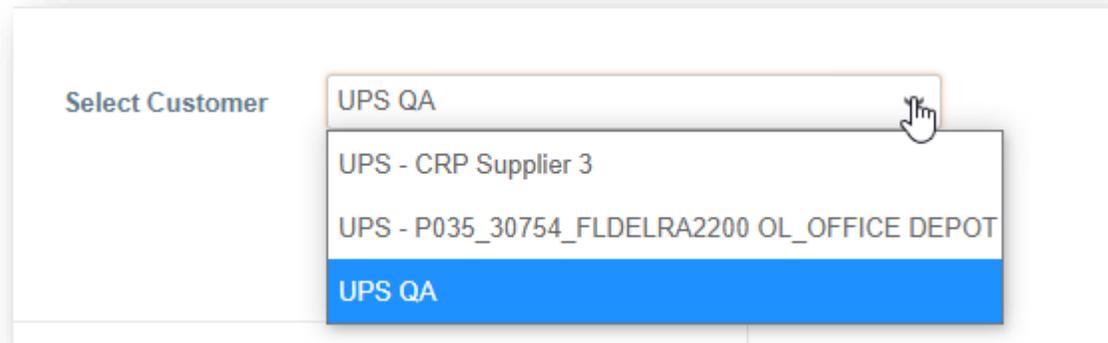
Accessing Purchase Orders

1. Locate the purchase order that requires changing and click the blue PO number.

2. This opens the PO's full detailed view.

Changing a Purchase Order

- Scroll down toward the lower left corner of the purchase order below the Total field.

- Click the Request Change button to enter the request to change page for the selected purchase order.

Changing a Purchase Order

- In the request to change view, the Quantity (Qty), Price, and Need By Date fields can be edited.

- From the Reason for Change menu select the appropriate reason. If "Other" is selected a comment must be entered in the Comment field.

- Once all required fields are updated, click the Submit Change Request button.

Changing a Purchase Order

- Back on the purchase orders history page a green bar stating "Change request for Purchase Order ######" has been submitted for approval."

- The appropriate approver(s) will be notified of the requested change.

Need Help?

- Choosing the Online Help option from the Help menu in the upper right corner will redirect users to the Coupa Supplier Portal Help pages.

Thank you for being a valued partner.